

February, 2018 Meeting Minutes

City Operations and Organization Workgroup

Call to Order at 8:04 a.m.

Introduction of members present:

Alderman Kelly Russell (chair), Debra Borden, Dana French, Gayon Sampson, Carl Pritchard

Absent: Josh Russin

Also present:

The group discussed the need for agreement on the purpose or objective of the group. Members want individual organization charts for each department or division, the whole chart is quite large and difficult to digest.

Want general open ended questions. What do we want the government to do for the community. model of review, Concern that the other teams will overlap our work. In the office of the Mayor there is an office manager, public information coordinator, executive assistant to the mayor, executive assistant to the administration, administrative assistant.

The group discussed the various positions under the mayor. It was suggested that a chief of staff has two fold job, internal and external. A deputy can help with the external while an administrative asst. can help with the internal.

Need a decision about a chief of staff type of position.

The positions in the charter. We went over the positions as set forth in the charter. The Exec Asst of Admin would be known as the Chief of Staff, the Exec Asst to the Mayor would be known as Deputy Chief of Staff and report to the Chief, and the Admin Assist would also report to Deputy Chief of Staff. These positions will need to be budgeted and rolled out effectively.

We will need to talk with the Mayor about this direction to ensure that he concurs. Kelly will talk to the Mayor. Prior to our next meeting we will distribute draft questions for the departments. We need to schedule the meetings asap.

Leaders often spend more time on management and administration than on focusing on the future. We'd like to promote a structure that allows the leadership to focus on the future.

Approval of Meeting Minutes, with corrections provided by Kelly Russell

Public Comment: None.

Meeting adjourned: 9:14 a.m.

Minutes prepared by Debra Borden